

Invitation for Bids
Stand-By Electrical Generator
Highway Garage
Moultonborough, NH
October 1, 2009



Karel A. Crawford, Chairman
Board of Selectmen

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PLEASE POST

TOWN OF MOULTONBOROUGH

Invitation for Bids

Sealed bids for the provision of one propane fired stand-by electrical generator will be accepted until 4:00 p.m. on Thursday, October 22, 2009 in the Offices of the SelectBoard, 6 Holland Street, PO Box 139, Moultonborough, NH 03254. They will be opened and publicly read aloud at 4:00 p.m. that day or as soon thereafter as the SelectBoard's agenda allows.

A detailed package with information on the equipment to be delivered, the conditions thereof, and bid forms, is available at www.moultonboroughnh.gov (click on Paid, Volunteer and Contract Openings) or said offices during normal business hours.

Your bid envelope must be marked with the project, item or service being sought, and the date the bids are due. If you send your bid by mail you should put it into a separate sealed envelope, marked as required, inside the mailing envelope to safeguard against it being opened in error. Any questions with respect to this invitation must be received, in writing by mail (above address), fax (603.476.5835) or email (cterenzini@moultonboroughnh.gov), by Carter Terenzini, Town Administrator, no later than 4:00 p.m. on October 15, 2009.

The town reserves the right to reject any and all bids, and waive any minor or non-material informalities, if deemed to be in its best interests.

Karel A. Crawford, Chairman/s/
Board of Selectmen

Posted: Town Bulletin Boards (7)
SAU

Advertised: Meredith News & Carroll County Independent 10/01/09 & 10/08/09
Mailed: Vendors List
Web: Town; Craigslist; winnipesaukee.com; NHLGC

Scope of Work or Specifications and Conditions

1.) General Description of the Project, Materials and Quantities

The Town is soliciting proposals for the furnishing and installation of a propane fired stand-by electrical generator together with associated site work, piping for the propane supply, and associated electrical wiring within the mechanical room.

Your bid price is all inclusive of the equipment, freight to our location, installation, and training as specified herein. Progress payments will be made.

2.) Specifications & Certification

See Exhibit A for the specific scope of work all of which must be completed in accordance with local applicable codes, manufacturer's instructions and in a work-manlike manner.

3.) Delivery Location and Timing

All equipment is to be shipped to the Moultonborough Highway Garage at 68/30 Highway Garage Road within forty five (45) days of the placement of the order. Installation and training is to be completed within sixty (60) days of the order.

4.) Term of Contract

The contract will be end on December 30, 2009 unless sooner completed, terminated for cause, or extended by agreement of the two parties.

5.) General Conditions

a.) Upon the execution of the contract you must produce a certificate of insurance, naming the town, its officers, employees and assigns, as Certificate Holder and Additionally Named Insured, for the following types and levels of coverage:

- Workers Compensation	Statutory
- Automobile and Equipment	\$1 Million/\$2 Million
- Property Damage	\$1 Million/\$2 Million
- General Liability	\$1 Million/\$2 Million

If you use a sub-contractor for any portion of the work you must obtain from them, and provide to us a similar certificate in similar amounts.

b.) Payments will be made within thirty (30) days of the submission of a bill showing conformance with all work requirements. Any progress payments made on each item will have a 15% retainage until all work is completed and fully certified by the permitting authorities and end user as represented by the Highway Agent.

c.) The term “days” shall mean calendar days.

6.) Site Inspection, Questions and Supplements

No site inspection is required. If you wish to inspect the site you must call Mr. Scott Kinmond at 1.603.253.7445 during normal business hours of Monday through Friday, 7:00 a.m. to 3:30 p.m. He will arrange to meet you and show you both the building exterior premises where the generator is to be placed and the mechanical room where the transfer switch and electrical work is to be completed.

Any questions with respect to this invitation must be received, in writing by mail at 6 Holland Street, PO Box 139, Moultonborough, NH 03254 (above address), by fax (603.476.5835) or by email (cterenzini@moultonboroughnh.gov), by Carter Terenzini, Town Administrator, no later than 4:00 p.m. on October 15, 2009.

The answers, and any other changes or supplements to this document, will be posted on the Town web site as an Addendum no later than 4:00 p.m. on October 19, 2009. It is the bidder’s responsibility to check and verify any such changes in order to account for them in their bid.

6.) Bid Due Date and Methods of Delivery

Bids will be accepted until 4:00 p.m. on October 22, 2009 in the Offices of the SelectBoard, 6 Holland Street, PO Box 139, Moultonborough, NH 03254. They will be opened and publicly read aloud at 4:00 p.m. that day or as soon thereafter as the SelectBoard’s agenda allows. Any bids received after that date and time will be rejected and returned unopened.

Your bid envelope must be marked with the name of the project, item or service being sought by the Town, and the date the bids are due. If you send your bid by mail you should put it into a separate sealed envelope, marked as required, inside the mailing envelope to safeguard against it being opened in error. If mailed, each bid should be in a separate sealed envelope, similarly marked to protect against the actual bid being opened in error.

Exhibit A - Scope of Work

1.) Secure all permits as required. (There is no fee for these.) Disconnect electrical and piping connections for the current generator at the panel termination of the current transfer switch, properly sealing any knock-outs that are opened, so that the Town may remove the piping and current generator shed and generator. Mark out on the pavement the area of asphalt that needs to be sawcut and removed for the installation of the new concrete pad(s) upon which the propane tanks and generator will sit. Removal of the existing surface, installation of protective bollards and finish of the area after installation by the contractor of the slabs and piping, shall be by others.

2.) Pour two concrete pads of appropriate size upon which four (4) 100 gallon propane tanks and the generator will sit. Said slabs to be minimum four inches with appropriate strength concrete, metal wire mesh and curing and finish as approved by the local Code Enforcement Officer.

4.) Coordinate the placement of four 100 gallon propane tanks from the Town's supplier which is Rhyme Propane (payment for these tanks shall be by the Town). Furnish and install all piping and regulator valves as required and provide and backfill all appropriate trenching.

5.) Furnish and install, together with all freight charges and per manufacturer's recommendation, a propane fired stand-by electrical generator meeting the following minimum specifications:

- a.) Enclosure fire rating of 1 hour;
- b.) Seven (7) day exerciser with tracking program for verification;
- c.) Aluminum enclosure, or other acceptable material, to reduce rust or rot;
- d.) Twelve (12) volt battery as required to trigger emergency start-up and test cycles;
- e.) Trickle battery charger;
- f.) Minimum five (5) year manufacturer's warranty;
- g.) Maximum BTU gas usage 3.0 per hour at full load; and
- h.) Minimum main circuit breaker rating of 100 amps.

Prior to placing the order for the generator the contractor must submit and receive Town approval of the shop drawings of the generator to be supplied and certification by the manufacturer, on its letterhead, that the contractor is an approved installer and service provider.

Upon installation the contractor shall provide a start-up and training session on recommended preventative maintenance and nominal trouble shooting for the Town staff. Upon the conclusion thereof, in order to qualify for final payment, the contractor shall provide two manuals of appropriately sized three ring binders which shall include all manufacturer's material, recommended preventative installation, catalog sheets on major operating elements, and the like, for the Town's permanent record.

6.) Install panels, piping, and conductors from the generator to and within the mechanical room, protecting all in appropriate conduits and trenches, and cut over the circuits as required and/or specified below:

- a.) Automatic transfer switch rated at 200 Amp, single phase, 120/240 volts;
- b.) One (1) 100 Amp SqD QO panel w/twenty (20) circuits, 100 amp on main lug only and 100 amp feeder to panel

**Town of Moultonborough
Stand-By Electrical Generator**

Bid Form

(Please Print or Type)

Name of Bidder: _____

Address: _____

Contact Person: _____
Telephone _____ Fax _____

_____ Email _____

ATTENTION:

Ms. Karel A. Crawford, Chairman
Board of Selectmen
PO Box 139
Moultonborough, NH 03254

Dear Ms. Crawford:

Having examined the documentation provided with the subject Invitation for Bids the undersigned proposes to furnish all materials as requested in accordance with the subject documents.

The undersigned acknowledges Addenda # _____
(If none, write none).

If I am notified my proposal is accepted within forty five (45) days of the bids having been opened, I will execute a contract for the work within fourteen (14) days thereafter.

1.) I propose to provide the total work required for the lump sum total price of:

In Words: _____

In Numbers: \$ _____

You must submit the manufacture's catalog sheet on the model you propose installing with this bid!

Generator Bid Form

Page 2

My Breakdown of the total lump sum contract value is per item as follows:

1.) Permits, Disconnection and Layout: \$ _____

In words: _____

2.) Install Concrete p: \$ _____

In words: _____

3.) Install Propane Piping: \$ _____

In words: _____

4.) Furnish and Install Generator & Associated Work: \$ _____

In words: _____

5.) Transfer Switch, Sub-Panel & Cut Over circuits \$ _____

In words: _____

I understand that the town reserves the right to reject any and all bids, and waive any minor or non-material informalities, if deemed to be in its best interests. I understand that the Town may hold my bid for forty five (45) days prior to awarding a contract.

I certify, under the penalties of perjury, that (1) I have had an opportunity to view the full bid package and am aware it was my responsibility to perform my own due diligence appropriate to submitting this proposal, (2) I am fully authorized to submit this bid, (3) I have not engaged in discussions, negotiations, or collusion with any person to determine what my bid will be and (4) that I, to the best of my knowledge and belief, have paid all taxes, fees, assessments, betterments or other municipal charges that I owe to the Town of Moultonborough or have a payment agreement in place or have filed an appeal over the same.

Signature of Bidder

Title of Bidder

Corporate
Seal

Signed this _____ day of _____, _____.